

Chair
Elliot Weinstein, M.D.

Vice Chair
Dr. Gwen Dowdy-Rodgers

Executive Director
Karen E. Scott



Commissioners

Ted Alejandro

Supervisor Joe Baca, Jr.

Joshua Dugas

Gary Ovitt

Gilbert Ramos

Agenda: Children and Families Commission 12-2025

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting date, time, location

December 3, 2025
3:30 p.m.
First 5 San Bernardino Commission Conference Room

Pledge of Allegiance

Chair or designee will lead the Pledge of Allegiance.

Special Presentations

Five-Years of Helping Kids Grow in the Inland Empire: Where We Grow from Here
Presented by Megan Daly of Help Me Grow Inland Empire

Conflict of Interest Disclosure

Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Report

Executive Director's Report by Karen E. Scott

Consent Item

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that an item be removed from the Consent Agenda for discussion.

Item No.	CONSENT
1	Approve Minutes from October 29, 2025, Commission Meeting.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

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Item No.	DISCUSSION
2	1. Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for 2024-2025. 2. Adopt the Children and Families Commission for San Bernardino County's Annual Audit for 2024-2025. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 386.7706)
3	1. Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025. 2. Adopt the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025. (Presenter: Scott McGrath, Deputy Director, 386.7706)

Item No.	INFORMATION
4	Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission with the following individuals for the period of July 26, 2025 – March 31, 2028: a) Samuel Wong as an Operations and Budget Officer b) Michael Limon as a Supervising Office Assistant c) Linda Holguin as a Fiscal Assistant (Presenter: Karen E. Scott, Executive Director, 386.7706)

Public Comment

Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(3) "no action or discussion will be undertaken by the Commission on any item NOT posted on the agenda."

**Special
Presentation**

Farewell and Happy Retirement to Debora Dickerson-Sims

**Commissioner
Roundtable**

Open to comments by the Commissioners

Next Meeting

Wednesday, January 14, 2026
3:30 p.m. to 5:00 p.m.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

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Minutes: Children and Families Commission Meeting

**Date, time,
location**

October 29, 2025

3:30 p.m.

First 5 San Bernardino Commission Conference Center, 735 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408

**Pledge of
Allegiance**

Pledge of Allegiance by Chair Weinstein, M.D.

**Special
Presentation**

First Quarter Marketing Highlights: Video compilation

Presented by Kimberly VandenBosch, Communications Officer at First 5 San Bernardino. Chris Perez, Partner at Westbound Communications was not available.

**Conflict of
Interest
Disclosure**

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A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Attendees**Commissioners Present**

- Chair Elliot Weinstein, M.D.
- Commissioner Ted Alejandre
- Supervisor Baca Jr.
- Commissioner Josh Dugas
- Vice Chair, Dr. Gwen Dowdy-Rodgers
- Commissioner Gilbert Ramos

Absent

- Commissioner Gary Ovitt

Legal Counsel

- Dawn Martin, Deputy County Counsel

Staff

- Karen Scott, Executive Director
- Traci Homan, Commission Clerk

Changes to the agenda

Commission Clerk announced the following change to agenda item 4, paragraph “G” was removed from contract.

Executive Director’s Report

Ms. Scott welcomed the Browder family and thanked them for attending as the meeting was held in honor of Kim Browder, Business Support Manager for First 5, who passed away in August.

Ms. Scott highlighted recent marketing efforts and thanked Kimberly VandenBosch, Communications Officer with First 5 San Bernardino and Westbound Communications for their work in preparing for the upcoming Literacy event at the County Museum in Redlands on November 15.

Ms. Scott reported that several new staff members have joined the organization, bringing valuable skills and a strong commitment to the First 5 mission and community partnerships. Regarding the annual audit, Ms. Scott noted that completion has been delayed due to pending information on pensions and compensated absence. An extension was granted, and the report will be presented at the December 3 Commission meeting.

Ms. Scott also discussed the First 5 Association’s new Leadership Institute, a statewide initiative to develop equity-centered leaders in early childhood fields. Commissioners were invited to participate in the virtual Commissioner Roundtable on November 18 from 9:30 am – 11:00 am. If interested, let Ms. Scott know and she will register you.

Ms. Scott concluded by presenting the 4th (April – June) and 1st (July – September) Quarterly Budget Status Report for fiscal year 2025-2026.

Item No.	CONSENT
1	Approve Minutes from July 2, 2025, Commission Meeting. (Presenter: Traci Homan, Executive Assistant, 386.7706) <u>Roll Call</u> Motion/Second: Supervisor Baca, Jr./Vice-Chair Dowdy-Rodgers Aye: Commissioner Alejandro, Supervisor Baca, Jr., Vice Chair Dr. Gwen Dowdy-Rodgers, Commissioner Dugas, Commissioner Ramos, and Chair Weinstein, M.D. Abstention: Commissioner Ramos Absent: Commissioner Ovitt Without further comment or objection, motion carried by unanimous vote to approve consent items.

2	Approve First 5 San Bernardino Children and Families Commission meeting dates for the 2026 calendar year. (Presenter: Traci L. Homan, Executive Assistant, 386.7706) <u>Roll Call</u> Motion/Second: Supervisor Baca, Jr./Vice-Chair Dowdy-Rodgers Aye: Commissioner Alejandre, Supervisor Baca, Jr., Vice Chair Dr. Gwen Dowdy-Rodgers, Commissioner Dugas, Commissioner Ramos, Chair Weinstein, M.D. Absent: Commissioner Ovitt Without further comment or objection, motion carried by unanimous vote to approve consent items.
3	1. Approve and ratify the following Agreements with Riverside County Children and Families Commission for a retroactive term from July 1, 2025, through June 30, 2026: a. Agreement No. CF26107 for the provision of services in the amount of \$757,830 awarded through First 5 California for the IMPACT Legacy RFA to support Quality Start San Bernardino. b. Agreement No. CF26108 for Professional Services for \$98,000 to support the Quality Start San Bernardino data system through the Region 9 Hub for the First 5 California IMPACT Legacy Initiative. 2. Authorize the Executive Director to also execute Agreement Nos. CF26107 and CF26108 with Riverside County Children and Families Commission. (Presenter: Erin Meier, Administrative Supervisor I, 386.7706) <u>Roll Call</u> Motion/Second: Supervisor Baca, Jr./Vice-Chair Dowdy-Rodgers Aye: Commissioner Alejandre, Supervisor Baca, Jr., Vice Chair Dr. Gwen Dowdy-Rodgers, Commissioner Dugas, Commissioner Ramos, Chair Weinstein, M.D. Absent: Commissioner Ovitt Without further comment or objection, motion carried by unanimous vote to approve consent items.

Item No.	DISCUSSION
4	Approve Contract EC053 with Reach Out and Read, Inc. in a cumulative total amount of \$710,456 for a term from November 1, 2025, through June 30, 2028, for Reach Out and Read Services for children and families. (Presenter: Erin Meier, Administrative Supervisor I, 386.7706) Dr. Weinstein shared that he has been involved with Reach Out and Read for many years. He noted that the impact on his patients is remarkable. While a piece of candy might make a child smile for a moment, giving a book brings joy that can last for hours. <u>Roll Call</u> Motion/Second: Supervisor Baca, Jr./Commissioner Dugas Aye: Commissioner Alejandre, Supervisor Baca, Jr., Vice Chair Dr. Gwen Dowdy-Rodgers, Commissioner Dugas, Commissioner Ramos, Chair Weinstein, M.D. Absent: Commissioner Ovitt Without further comment or objection, motion carried by unanimous vote to approve Item 4.

Item No.	INFORMATION
5	Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission with the following individuals for the period of July 26, 2025 – March 31, 2028: a) Honesty Pierson as a Senior Office Assistant b) Itzel Quinonez as a Senior Office Assistant c) Ernest Marquez as a Staff Analyst II d) Raylena Figueroa as a Staff Analyst II e) Ethan Flowrest as an Accountant II f) Santos Ayon as an Accountant II (Presenter: Karen E. Scott, Executive Director, 386.7706)

**Public
Comment**

None

**Commissioner
Roundtable**

The Commission Chair announced the formation of an Ad Hoc Committee in response to a funding request received by First 5 San Bernardino (F5SB) from a long-standing partner over 15 years. The purpose of this committee is to provide direction to F5SB staff regarding the request.

The Chair appointed Supervisor, Baca, Jr., and Commissioner Dugas to join him and Executive Director Karen Scott in serving on the committee. Traci Homan will coordinate and schedule the committee's first meeting as soon as possible.

Commissioners collectively welcomed the new staff and expressed their support for the Reach Out and Read program, noting that it is an excellent initiative.

**Adjourn In
Memory**

Meeting adjourned in memory of Kim Browder, Business Support Manager at 4:01 pm

Next Meeting

***Wednesday, December 3, 2025
3:30 p.m.***

Attest

Chair, Dr. Weinstein

Traci L. Homan, Commission Clerk



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AGENDA ITEM 2
December 3, 2025

Subject	Annual Audit for 2024-2025
Recommendations	1. Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for 2024-2025. 2. Adopt the Children and Families Commission for San Bernardino County's Annual Audit for 2024-2025. (Presenter: Debora Dickerson-Sims, 386.7706)
Financial Impact	None
Background Information	The California Children and Families Act of 1998 ("Act") was passed as Proposition 10 by California voters in November 1998 and enacted by the State Legislature through California Health and Safety Code Sections 130100-130155 and Revenue and Taxation Code Section 30131. Section 130150 of the Act requires every County Commission, on or before October 15th of each year, to "conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year." Section 130140 (a) (G) additionally requires the County Commission to "conduct at least one public hearing prior to adopting any annual audit...". Section 130150 further requires that on or before November 1st of each year, each County Commission submit its audit to the state commission for inclusion in the state commission's consolidated report. A request for extension was made on September 17, 2025, and approved on September 25, 2025, thereby establishing a revised deadline of December 31, 2025. Eide Bailly, LLP conducted an audit of the First 5 San Bernardino Commission encapsulating all fiscal activity of the Commission for 2024-2025 and developed an audit report as required by Section 130150. Audit findings, if applicable, will include auditor's recommendation and First 5 staff's response to the findings.
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



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AGENDA ITEM 3
December 3, 2025

Subject	Annual Report for 2024-2025
Recommendations	1. Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025. 2. Adopt the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 386.7706)
Financial Impact	None
Background Information	The California Children and Families Act of 1998 ("Act") was passed as Proposition 10 by California voters in November 1998 and enacted by the State Legislature through California Health and Safety Code Sections 130100-130155 and Revenue and Taxation Code Section 30131. Section 130150 of the Act requires every County Commission, on or before October 15th of each year, to issue a written report on the implementation and performance of their respective functions during the preceding fiscal year. Section 130140 (a) (G) additionally requires the County Commission to "conduct at least one public hearing prior to adopting any ... report". Section 130150 further requires that on or before November 1st of each year, each County Commission submit its report to the state commission for inclusion in the state commission's consolidated report. A request for extension was made on September 17, 2025, and approved on September 25, 2025, thereby establishing a revised deadline of December 31, 2025. The 2024-2025 Annual Report has been compiled and includes the number of children and families served, priorities, activities, program highlights, and overall accomplishments. The report also includes program demographics, fiscal information and analysis of services delivered based on the State's Results Areas – Improved Family Functioning, Improved Child Development, Improved Child Health and Improved Systems of Care.
Review	Dawn Martin, Commission Counsel

Report on Action as taken	
Action:	
Moved: _____	Second: _____
In Favor:	
Opposed:	
Abstained:	
Comments: _____	
Witnessed:	



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AGENDA ITEM 4
December 3, 2025

Subject	Employment Contracts: Samuel Wong, Operations and Budget Officer, Michael Limon, Supervising Office Assistant and Linda Holguin, Fiscal Assistant.
Recommendations	Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission with the following individuals for the period of July 26, 2025 – March 31, 2028: a) Samuel Wong as an Operations and Budget Officer b) Michael Limon as a Supervising Office Assistant c) Linda Holguin as a Fiscal Assistant (Presenter: Karen E. Scott, Executive Director, 386.7706)
Financial Impact	This item does not impact Discretionary Funding (Net County Cost). The estimated annual cost of the employment contracts in total is \$278,066 and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the 2025-2026 Commission budget and will be included in future recommendation budgets.
Background Information	On October 30, 2025, the San Bernardino County Appointing Authority (Gilbert Ramos) approved contract No. 25-393 with Samuel Wong as Operations and Budget Officer for the Commission, for the estimated cost of \$150,987 (\$107,848 salary, \$43,139 benefits), for the period of July 26, 2025 – March 31, 2028, with the option to extend the Contract a maximum of three consecutive one-year periods. On October 6, 2025, the San Bernardino County Appointing Authority (Gilbert Ramos) approved contract No. 25-894 with Michael Limon as Supervising Office Assistant for the Commission, for the estimated cost of \$63,889 (\$45,635 salary, \$18,254 benefits), for the period of July 26, 2025 – March 31, 2028, with the option to extend the Contract a maximum of three consecutive one-year periods. On September 18, 2025, the San Bernardino County Appointing Authority (Gilbert Ramos) approved Contract No. 25-354 with Linda Holguin as Fiscal Assistant for the Commission, for the estimated cost of \$63,190 (\$45,136 salary, \$18,054 benefits), for the period of July 26, 2025 – March 31, 2028, with the option to extend the Contract a maximum of three consecutive one-year periods. The Operations and Budget Officer position will perform various duties including direction of operations and administrative support activities as well as business office management activities, oversight of fiscal and financial operations, budget management; supervisory functions; fiscal transaction coordination; economic forecasting; long- and short-term financial planning; legislation monitoring and departmental presentations regarding financial status. The Supervising Office Assistant position will perform various duties including participating in hiring and disciplinary actions; plan and organize the daily clerical support operations of an office; set work standards; systems and office procedures; coordinate clerical services with other departmental operations; maintain office records, compile information and prepare reports; budget justifications, special

projects and studies; supervise the preparation of reports, forms and correspondence as well as a variety of complex documents and other materials; and handle difficult problems referred by subordinates.

The Fiscal Assistant position will perform various duties including processing payments, invoices, billing, credit card statements, reimbursement of claims, issuance of petty cash and reconciliation.

For the Operations and Budget Officer position and at the request of the Commission, the Human Resources Department provided a certification list on September 26, 2025, which contained 15 eligible candidates established for the position of Operations and Budget Officer. Seven candidates were chosen to conduct interviews. Of those candidates, three never replied. On September 16, October 21 and October 27, 2025, three members of the Commission's leadership team interviewed the four remaining candidates. An additional candidate was added to the interview process based on serving as a temporary employee in the same position for five months prior. Based on his experience, the Commission recommends an employment contract with Samuel Wong as Operations and Budget Officer at a starting salary of \$51.85 per hour.

For the Supervising Office Assistant position and at the request of the Commission, the Human Resources Department provided a certification list on September 15, 2025, which contained 38 eligible candidates established for the position of Supervising Office Assistant. Eight candidates were chosen to conduct interviews. Of those candidates, seven never replied, two cancelled, and two did not show up. On October 1-2, 2025, three members of the Commission's leadership team interviewed the six remaining candidates. Based on their experience, the Commission recommends an employment contract with Michael Limon as Supervising Office Assistant at a starting salary of \$21.94 per hour.

Linda Holguin has been with First 5 San Bernardino (F5SB), under temporary assignment through Apple One, since August 2025. She is a qualified candidate for the Fiscal Assistant position. After a discussion with Human Resources (HR) about our plan, HR reviewed and approved her application. F5SB made a tentative offer to Linda, and the offer was accepted. Based on her experience, the Commission recommends an employment contract with Linda Holguin as Fiscal Assistant at a starting salary of \$21.70 an hour.

Review

Dawn Martin, Commission Counsel

Report on Action as taken	
Action:	
Moved: _____	Second: _____
In Favor:	
Opposed:	
Abstained:	
Comments: _____	
Witnessed:	